

Agricultural Marketing Service  
Cotton Programs  
Administrative Office, Memphis

draft 4, May 2005  
for the primary work results element for each staff member

## Management Analyst, GS-343-11

### Element 1. HUMAN RESOURCES MANAGEMENT RESULTS

#### HUMAN RESOURCES MANAGEMENT RESULTS

The Management Analyst is responsible for being the subject matter expert for the Cotton Program in almost all matters related to personnel, including travel, and for providing HR operational services for permanent employees.

Alignment: This element supports the Administrative Office's objective of providing high-quality administrative support services to the Cotton Program, consistent with Federal, USDA, and AMS policies and procedures.

Standard:

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work products; feedback from customers and APHIS Human Resources, and any audits or reviews. In the judgment of the supervisor, in almost all cases:

- HR and travel advisory services to customers
  - reflect expert-level understanding of Government-wide, USDA, and AMS HR and travel policies and procedures, including FedTraveler
  - are based on appropriate fact-finding and analysis, and if needed consultation with APHIS HR or travel offices
  - are responsive to the customer's request, consistent with the applicable rules